

## **Discussion framework - TSO review process**

D. DuMont 6/9/2020

### **STEP 1**

#### **Referral, etc.**

TSO will meet regularly to review matters referred by the Council or to take up other matters within its domain. ROP 10.1.

### **STEP 2**

#### **Preliminary presentation of a measure**

The Chair or any committee member may introduce a measure to the Committee at a preliminary presentation. A committee member may simply ask the Chair to put a preliminary discussion of the measure on the agenda for an upcoming meeting.

At the preliminary presentation meeting, the Chair, Chair's designee or committee member sponsoring the measure will:

1. Clearly Identify the Purpose of TSO Review and the time frame (if any) needed for review and action.
2. Report on whether TSO has enough information, knowledge, and background to begin robust discussions of impacts, benefits, and drawbacks of the proposed measure; which should include:
  - a. Whether the sponsor(s) of the referral or measure are ready to present.
  - b. Whether information or a statement from relevant Town Staff is needed and planned for.
  - c. Whether town stakeholder opinions are likely to be needed.
  - d. Whether relevant policies, plans, goals, and regulations have been identified.
  - e. Whether there is a need to research best practices in other communities

At the preliminary presentation, TSO will affirm the review process guiding deliberation and decision-making on the measure.

1. Community Impact, Benefits and Drawbacks Process, as described below, will be used to guide deliberation and decision-making with regard to:
  - a. Bylaw proposals
  - b. Measures with an extensive scope/town wide impact (including studies, plans, goals, objectives, policies) Note: Add SMART objectives
  - c. Measures requiring a public hearing
  - d. Measures with a high degree of public interest
2. Limited Review. A review process that is less than full review may be customized for basic requests or referrals under the following circumstances:
  - a. Town Manager Appointments
  - b. Measures that don't fulfill the requirements of full review. (example: some public way requests)
3. Abbreviated Review:

- a. Emergency measures or measures where a speedy disposition is needed for public health and safety reasons.

### **STEP 3**

#### **Preparation for the Formal Presentation.**

If applying the Community Impacts, Benefits and Drawbacks Review Process, the Chair or Chair's designee will ensure that TSO presentations and deliberation of the measure will be comprehensive.

The Chair or Chair's designee will assess whether relevant interest areas have stakeholders that should be solicited for input and reach out to them (including from relevant town committees and boards, community organizations, the Chamber of Commerce, experts, and other impacted stakeholders).

See the checklist of possible stakeholder areas below, as referred by CRC.

### **STEP 4**

#### **The Formal Presentation**

The sponsors will present an introduction to the measure.

TSO will have an opportunity to discuss and ask questions.

After the first **Formal Presentation**, TSO will decide if it needs more information (needs to hear from other stakeholders either in person or in writing, has other questions that need answering).

If more information is requested, then the **Formal Presentation** will be taken up again when the information is received, which may involve further presentations.

For measures that fall under the Community Impact, Benefits and Drawbacks review process there should be at least TWO Committee meetings where the measure is discussed before a formal vote is taken.

### **STEP 5**

#### **Deliberation**

Once the presentations are complete, TSO will start deliberation, using both Community Impacts, Benefits and Drawbacks Review Process and the SMART process rubrics as guides, unless another means of deliberation has been selected.

### **STEP 6**

#### **Vote**

TSO votes on whether to recommend action on the measure to the Town Council.

### **STEP 7**

## Report to the Town Council (including a minority report, if there is one)

After deliberation and a vote, the Chair will report the result of TSO action to the Town Council, including the outcome of the vote and a brief summary of reasons for supporting or not supporting the vote, noting the rationales for the votes of each member.

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## Community Impacts, Benefits and Drawbacks Review Process - As referred by CRC

1. **When using the CIBD Review Process: ensure that TSO deliberation of the measure comprehensively covers the impacts, benefits and drawbacks of the proposed measure.**
  - a. Consider whether the following interest areas have stakeholders that should be solicited for input and reach out to them (including from relevant town committees and boards, community organizations, the Chamber of Commerce, experts, and other impacted stakeholders):
    - i. **Cultural, Natural, and Historic:** (compliance with Natural & Cultural Resources Master Plan Section, museums, historic buildings & neighborhoods, traditional customs, and natural areas)
    - ii. **Economic:** (compliance with Economic Development Master Plan sections, employment, business development, town budget effects, taxes, tourism, vibrancy of downtown & village centers, crime, schools)
    - iii. **Environment, Open Space and Recreation:** (compliance with Open Space & Recreation Master Plan Section, commons, parks, recreational land, wildlife, agricultural lands)
    - iv. **Housing and Land Use:** (compliance with Demographics & Housing and Land Use Master Plan Sections, house prices, rents, supply/demand, affordability, infill, construction)
    - v. **Racial, Social and Environmental Justice Community Participation, Equity, Democracy, Transparency, Neighborhoods :** (neighborhoods, businesses, college students, renters, elderly, disabled, low-income, racial and language minorities, area character, noise, visual)
    - vi. **Sustainability, Transportation, Services, and Facilities:** (compliance with Transportation & Circulation and Services & Facilities Master Plan Sections, roads, furthering adopted climate policies and Climate Action and Resiliency Plan, energy demand, energy sources, carbon emissions, traffic, safety, pedestrian, biking, complete streets, police/fire/EMT services, town staff, water supply, and water and sewer use, waste)
    - vii. **Financial:** (lifetime value, big picture expenditures or revenues, whether more in depth analysis is needed)
  - b. When also using the SMART process, assess whether the goals, plans or policies are:
    - i. Specific
    - ii. Measurable
    - iii. Achievable (Are there financial, technological, or other issues that might impact ability to achieve)
    - iv. Realistic or Relevant
    - v. Time-bound or Time Oriented

vi. Other criteria?

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**Examples of TSO Measures related to Town Services that have appeared on the TSO agenda as of 6/15/2020 and the types of review recommended:**

**Community Impacts, Benefits and Drawbacks Review Process**

- a. Wage theft bylaw
- b. Surveillance Technology bylaw
- c. Speed limit policy (plus SMART review)
- d. DPWG parking policy (including Lincoln Ave. issue) (plus SMART review)

**Limited Review?**

- 1. Southeast Street
- 2. 1 University Drive
- 3. Spring Street
- 4. Town Manager appointments

**Abbreviated Review**

**Time sensitive public way requests, partly based on COVID 19 considerations**

- a. Farmers Market
- b. Temp Zoning Public Way Policy amendment